**Informal grievance: Complainant**

### Letter 4 Notification of Resolution Agreement

**CONFIDENTIAL** D20/

«Title» «FirstName» «LastName»

«Address1»

«City» WA «PostalCode»

Dear «Title»«LastName»

I am writing in relation to your informal grievance lodged on «Date» regarding «issue/s» / «Name of respondent», «Position», «Work location».

The details of the Resolution Agreement reached in conjunction with «Name of respondent» and yourself on «Date» are:

Resolution Agreement

[insert details, for example]

The [complainant/respondent/both parties] will….

Any further occurrence of issues will be addressed by:

Please inform me if you wish to access professional learning related to aspects of this grievance. Approved professional learning relating to your needs will be provided at no cost.

If you wish to access the Department’s confidential counselling services, I encourage you to contact the [Employee Assistance Program](https://ikon.education.wa.edu.au/-/access-the-employee-assistance-program) provider on 1300 307 912.

Staff, their partners and dependent children under 25 years of age are entitled to six free sessions annually. Appointments are available face-to-face, via telephone or skype.

Yours sincerely

«Name»

«Position»

«Date»